

**Notes may be taken at any time during the meeting.** The listing of topics that the Chair reasonably anticipates will be discussed at the meeting is not intended as a guarantee of the topics that will be discussed. Not all topics listed may in fact be discussed, and other topics not listed may also be brought up for discussion to the extent permitted by law.



## TOWN OF GROTON

173 Main Street  
Groton, Massachusetts 01450-1237  
Tel: (978) 448-1111  
Fax: (978) 448-1115

## Select Board

Matthew F. Pisani, *Chair*  
Rebecca H. Pine, *Vice Chair*  
Alison S. Manugian, *Clerk*  
John F. Reilly, *Member*  
Peter S. Cunningham, *Member*

**Town Manager**  
Mark W. Haddad

**To:** *Select Board*

**From:** *Mark W. Haddad – Town Manager*

**Subject:** *Weekly Agenda Update/Report*

**Date:** *August 11, 2025*

### **TOWN MANAGER'S REPORT**

Please note that Monday's Meeting will commence at 5:00 p.m. so that the Select Board can interview Town Clerk Finalists. I am pleased to present the Board with two extremely qualified candidates for your consideration. Enclosed, please find the resumes of Jared Laliberte and Grace Bannasch. Mr. Laliberte will be in at 5:00 p.m. and Ms. Bannasch will be in at 5:30 p.m. To assist the Board with your interviews, I have also attached the questions used by the Search Committee. In addition to the Town Clerk Interviews, the Town Manager's Report, Items for Select Board Consideration and Action and a review of the Ongoing Issues List, there is one additional item scheduled on Monday's Agenda. As discussed at your last meeting, I have set aside time on the Agenda for the Board to discuss/determine whether or not to disband the Capital Planning Advisory Committee and/or consider amending the Charge of the Committee. I have invited the Capital Planning Advisory Committee to the meeting to assist the Board with this discussion. For your information, also enclosed with this report is the Charge of the Committee.

1. As previously discussed with the Board and reviewed at last week's regional Meeting with Dunstable and Pepperell officials, attached for your consideration and approval is the proposed amendment to the Intermunicipal Agreement between Groton, Dunstable and Pepperell for Phase II of the Water System Expansion. This will allow for the immediate installation of a water main from the Jersey Street Well in Pepperell to North Street in Groton and a portion of Groton Street in Dunstable. I would respectfully request that the Select Board vote to adopt this amendment and authorize the Town Manager to sign in on behalf of the Board.
2. In the short term while I search for a new Treasurer/Tax Collector, I have appointed Michael Hartnett as the Acting Treasurer and Nancy Amari as the Acting Tax Collector. I would respectfully request that the Select Board ratify these appointments at Monday's meeting.
3. At the request of the Great Ponds Advisory Committee, I am nominating both Dane Krampitz and Steve Beard for appointment to the Committee. I would respectfully request that the Select Board accept these nomination and appoint Mr. Krampitz and Mr. Beard to the Committee.

**Select Board**  
**Weekly Agenda Update/Report**  
**August 11, 2025**  
**page two**

4. Attached, please find a notice of my temporary absence as Town Manager and my appointment of Takashi Tada as Acting Town Manager.
5. Please see the update to the Select Board Meeting Schedule through Labor Day:

Monday, August 18, 2025 -	No Meeting
Monday, August 25, 2025 -	Regularly Scheduled Meeting (First Draft of TM Warrant)
Monday, September 1, 2025 -	No Meeting (Labor Day Holiday)
Monday, September 8, 2025 -	Regularly Scheduled Meeting

**ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION**

1. As you may or may not be aware, at the request of the Cannabis Control Commission (CCC), the Host Community Agreement statute was amended in 2022. One of the amendments incorporated by the legislature was the addition of social equity requirements to further promote “full participation in the regulated marijuana industry by people from communities that have previously been disproportionately harmed by marijuana prohibition and enforcement and to positively impact those communities...” The CCC later implemented regulations for communities to comply with this requirement and provided three compliance options: *1) Adopt the model bylaw; 2) Adopt a compliant home-grown bylaw; or 3) Create a local approval process for equity applicants administered on a 1:1 basis, where a non-equity cannabis applicant may be approved only after a qualifying social equity business has commenced operations, until such time as 50% of the licensees operating in town are social equity businesses.* For a variety of reasons, Town Counsel is advising that the Town of Groton follow Option 3, which Town Counsel believes can be addressed through a Select Board policy on granting host community agreements or HCA waivers on a 1:1 basis for future applicants. To that end, Town Counsel recommends the Select Board adopt the attached policy (this policy was adopted by the Town of Shrewsbury). The CCC has given the Town 30 days to comply. To that end, I would ask that the Board waive the requirement to bring this proposed policy to the next meeting and consider adopting it at Monday’s meeting.
2. Based on information received from the individual members of the Select Board, attached is a draft proposal of Annual Goals for your review and consideration. We can discuss this in more detail at Monday’s meeting.
3. I have set aside time on the Agenda for the Board to consider appointing a Town Clerk. Based on the outcome of the interviews conducted earlier this evening, I would respectfully request that the Board appoint either Grace Bannasch or Jared Laliberte as Town Clerk. Once the Board makes a decision, as prescribed in the Statute that created the Town Clerk as an appointed position, I will commence negotiations on a contract with the selected candidate.

MWH/rjb  
enclosures

## Interview Questions

1. Why are you interested in the position of Town Clerk?
2. What do you think the role and responsibilities of the Town Clerk are? Please share with us your work experience and how you feel your experience and skills will transfer into this position.
3. Everyone, including our customers, have good days and bad days. Can you describe your approach to dealing with the general public, especially on those bad days?
4. Describe your work style. Are you "hands on"? Do you delegate? How do you resolve issues?
5. This position requires managing two part-time Assistant Town Clerk employees, numerous election workers and a board of registrars. You are also part of a management team for the Town. Please explain your approach to managing and motivating employees, and working with teams.
6. The Town Clerk processes various records and transactions, virtually all of which have some legal significance and its own procedure. This environment requires a strong attention to detail and completeness. Please explain why you think you would thrive in this type of environment.
7. The Town Clerk's Office is responsible for a wide array of activities. Some activities are fairly routine; others are complex. How would you go about learning the various requirements of the position?
8. The Town Clerk's Office can be a busy place, addressing phones that are ringing, counter traffic, tasks and project work. How well would you work in an environment that can be prone to interruptions?
9. You're the new Town Clerk. There is a state primary being held September 6 and a state election being held November 8. What would be your approach to ensure these elections go smoothly?
10. Do you have any questions for us?

**Melisa Doig**

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**From:** Jared <jared.laliberte@gmail.com>  
**Sent:** Friday, July 11, 2025 9:59 AM  
**To:** Human Resources  
**Subject:** Town Clerk Position  
**Attachments:** Groton.pdf

Good Morning:

I am applying for the open Town Clerk position in Groton, I have attached my resume and cover letter to this email. If you have any questions please let me know, thank you, and I look forward to hearing from you.

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Regards,

Jared H. LaLiberte

# JARED H LALIBERTE

508-577-0082

[jared.laliberte@gmail.com](mailto:jared.laliberte@gmail.com)

Lincoln, Massachusetts

## Cover Letter

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April 23, 2025

To Whom it May Concern:

I am writing to express my enthusiastic interest in the Town Clerk position for the Town of Groton, as recently posted on the Massachusetts Municipal Association's website. With over nine years of experience in Massachusetts state and local government, including my current role as Town Clerk for the Town of Swampscott, I bring the leadership, knowledge, and dedication necessary to serve the residents of Groton with integrity and excellence.

My public service career has included roles within the Executive Office of the Governor, the Department of Health and Human Services, and the Town of Lincoln. This broad experience, combined with master's degrees in public administration from the London School of Economics and Public Policy from Peking University, has given me a strong foundation in municipal operations, statutory compliance, and public engagement/customer service.

I have been working as a Town Clerk for over five years at this point. As Town Clerk in Swampscott, I've successfully overseen local, state, and federal elections, modernized public records tracking as well as election equipment, and implemented new standard operating procedures that improved operational efficiency for the department. I've also supervised both permanent staff and election workers, gaining experience in personnel management and volunteer coordination. In both Swampscott and Lincoln, I've cultivated a constituent-focused approach, ensuring that every resident interaction is professional, helpful, and responsive.

In addition to being a Notary Public, I am actively pursuing certification as a Certified Massachusetts Municipal Clerk, I will be taking the exam this year. I have deep familiarity with Massachusetts General Laws and take pride in ensuring compliance in all areas of town governance, including records management, vital statistics, open meeting law, and ethics requirements.

I would welcome the opportunity to bring my experience and dedication to the Town of Groton. Thank you for considering my application. My resume is enclosed, and I would be delighted to discuss in more detail how I can contribute to your team.

Sincerely,

Jared H. LaLiberte

# JARED H LALIBERTE

508-577-0082 • jared.laliberte@gmail.com • Lincoln, Massachusetts

## Summary

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Highly skilled public administration professional with a strong track record of delivering high-quality public services and executing government administrative functions. Passionate about public service, with extensive experience navigating government regulations, including state and federal laws. Proven ability to manage complex processes, ensure compliance, implement new ideas, and enhance efficiency within government environments.

## Experience

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### Town of Swampscott

Swampscott, Massachusetts

#### Town Clerk

04/2022 - Present

- Lead a team of 60, including Assistant Clerk, administrative staff, and seasonal election workers, fostering a collaborative and efficient work environment.
- Acted as Chief Public Records Access Officer for the Town, handling public records request for all departments.
- Administered elections as Chief Election Officer, overseeing all logistics, staffing, and maintaining the State's Voter Registration System.
- Manages retention of Municipal Records including all Vital Records for the Town, minutes of Town Meeting, General and Zoning Bylaws as well as Town Charter
- Developed and implemented the department's annual budget, capital plan, and long-term goals
- Managed procurement and implementation of multiple technology systems for public records management and maintenance of governance documents, streamlining access and compliance.

### Town of Lincoln

Lincoln, Massachusetts

#### Deputy Town Clerk

05/2020 - 04/2022

- Supported the Town Clerk in managing archives, elections, and cemetery operations, ensuring accuracy and adherence to regulations.
- Supervised day-to-day office operations, providing timely support and solutions to constituents' inquiries and requests.
- Developed and implemented a comprehensive standard operating procedures manual, streamlining workflows and enhancing office efficiency.
- Onboarded and trained new staff and election workers
- Led the implementation of a new public records management system and facilitated staff training to ensure effective adoption and utilization.

### Im-learning consulting

Remote

#### Chief Operating Officer

10/2018 - 05/2020

- Managed the company's daily business operations, ensuring seamless and efficient functioning across all areas, including client services, administrative processes, and operational logistics.
- Successfully developed and grew the client base in the United Kingdom, driving business growth and market presence, and worked with staff to onboard these new clients.
- Implemented new operational procedures that enhanced productivity and streamlined workflows.

### Sequentis capital

Boston, MA

#### Operations Consultant

05/2018 - 10/2018

- Provided guidance to the founder on critical business strategy, technology, and operational decisions during the formation of a new investment advisory firm.
- Led key initiatives, including developing a Client Service and onboarding model, establishing operations best practices, and overseeing the selection of a Customer Relationship Management (CRM) system and asset custodian firm. These efforts contributed to the successful transfer and retention of approximately 90% of clients.

### Executive Office of Health and Human Services

Boston, MA

#### Benefits Eligibility and Referral Specialist

02/2015 - 08/2017

- Conducted thorough case research and analysis to prepare for appeal hearings, effectively presenting the agency's decisions and processes to arbitrators.
- Reviewed and evaluated documents to determine applicants' eligibility for government-subsidized medical insurance, ensuring compliance with program guidelines.
- Acted as a liaison, clearly explaining office policies and procedures to a diverse range of stakeholders, including applicants, attorneys, advocates, providers, public officials, and external agencies.

## Experience

Office of Governor Deval L. Patrick  
Aide and Government Affairs Coordinator

Boston, MA

08/2013 - 02/2015

- Oversaw the review and approval of memoranda, reports, testimony, and briefings for the Governor's Office, Executive agencies, and departments, ensuring accuracy and alignment with policy goals.
- Provided detailed legislative analysis and feedback on the Governor's press releases, speeches, and public remarks to maintain consistency with legislative priorities.
- Researched and drafted comprehensive briefings on legislative and policy issues, with a primary focus on transportation, health, and social policies.
- Drafted official correspondence, greeting letters, and citations on behalf of the Governor, ensuring professionalism and alignment with the administration's messaging.
- Supervised the Office's internship program, mentoring student volunteers and coordinating their work assignments.

## Education

London School of Economics and Political Science  
Masters of Science in Public Policy and Administration

London, United Kingdom

08/2017 - 01/2020

Peking University  
Masters of Management Science in Government and Public Policy (3.55 GPA)

Beijing, China

08/2017 - 01/2020

University of St Andrews  
Masters of Arts in International Relations (Upper Second Class Honours)

St Andrews, United Kingdom

09/2009 - 12/2013

## Skills

Personnel Management · Leadership · Data Analysis · Project Management · Written and Verbal Communication · Qualitative Analysis · Budgeting · Excel · Budgeting · Microsoft Office · Time Management · Problem Solving · Critical thinking · Conflict Resolution · Adaptability · Teamwork · Procurement

## Certification

Massachusetts Certified Public Purchasing Official

Notary Public

## References

MaryEllen Fletcher — 617-529-6314

Valerie Fox — 617-281-4190

Ian Mackenzie — 617-331-4460

## Volunteering

Fox Cemetery Corporation  
President/Board of Trustees

05/2009 - Present

- Ensured the financial stability of the organization by collaborating with the Board to manage investments and enhance operational effectiveness.
- Spearheaded organization-wide modernization efforts, updating by-laws and procedures to improve efficiency and align with current standards.

Middlesex County Town and City Clerk Association  
Board of Directors

06/2021 - 06/2022

- Assisted in creating continuing education programs for Clerks in Middlesex County, enhancing professional development and ensuring adherence to best practices.



18

**Melisa Doig**

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**From:** Grace Bannasch <gracebannasch@gmail.com>  
**Sent:** Monday, July 14, 2025 3:56 PM  
**To:** Human Resources  
**Subject:** Application for Town Clerk position  
**Attachments:** Grace Bannasch Cover Letter.pdf; Grace Bannasch Resume.pdf

Good afternoon,

I am writing to apply for the position of Town Clerk. My cover letter and resume are attached. Hope to hear from you soon!

Sincerely,  
Grace Bannasch

To Whom It May Concern,

I am writing to apply for the position of Town Clerk in Groton. I started in this profession as the Assistant Town Clerk in Shutesbury in 2019, and immediately knew that I had found my calling. I ran for the office when the previous Clerk retired in June of 2020, and I have been serving as the elected (and re-elected) Town Clerk in Shutesbury for the last five years. I am ready to start the next chapter of my career and I hope to find this new adventure in Groton.

I have a deep wealth of experience implementing administrative procedures and navigating the requirements of state and federal law. As the Town Clerk in Shutesbury, I administer elections, register vital statistics, respond to records requests, conduct the annual street listing, issue licenses and certificates, process minutes and agendas, steward the Town's archives, supervise employees and train poll workers, among many other responsibilities. I am a strong believer in professional development and education for myself and my staff. I recently became a Certified Massachusetts Municipal Clerk (CMMC) and am on track to receive my CMC within the year. I excel at providing positive customer service. Sometimes that means offering toys to keep small children occupied while their parents fill out an application, sometimes that means hand-delivering a ballot to a voter in the hospital, and sometimes that means helping an elder navigate the town website over the phone. I make sure to respond to every customer interaction with patience and empathy, whether they're a member of the public or a member of town government.

I am committed to transparency and accessibility. During my tenure in Shutesbury, I have implemented standardized procedures for publicly posting minutes, when previously it was up to individual boards to decide whether or not they posted minutes to the website. I created a town YouTube channel for recordings of public meetings, which has become a primary resource for our volunteers, constituents, and local media. I developed policy for public record access and email usage by town officials. I created virtual tracking systems for dog licenses and public records requests. I redesigned our annual street listing forms with an emphasis on plain language and user experience, resulting in a significant increase in response rate. My motto as a Clerk is that paperwork can and should be easy, on both sides of the desk.

Town Clerks wear many different hats, but most of us have a secret favorite. Election administration is mine. At the state level, I am a member of the Voter Registration Information System Working Group, advising the Secretary of the Commonwealth's office on the development of new elections software. At the national level, I am a member of the Council of State Government's Overseas Voter Initiative Working Group, advising federal agencies, Congress and state legislatures on election policy pertaining to overseas and military voters. At the local level, I prioritize civic education programs and youth engagement initiatives, creating opportunities for students ranging from preschool to grad school, and providing resources for teachers.

Thank you for your consideration. I would love to be your next Town Clerk.

Sincerely,

Grace Bannasch

# Grace A. Bannasch, CMMC

106 Sandhill Rd. Shutesbury MA 01072 | 413.658.7368 | [gracebannasch@gmail.com](mailto:gracebannasch@gmail.com)

## Professional Experience

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### Town of Shutesbury, Shutesbury MA

2020 – Present

#### *Town Clerk*

- Administers all federal, state, and local elections. Trains and supervises election workers. Processes voter registration. Provides Early Voting and Vote by Mail. Certifies signatures for nominations and petitions. Ensures compliance with campaign finance laws. Certifies election results. Facilitates Annual and Special Town Meetings, reports Town Meeting actions to State and County authorities, and publishes bylaws.
- Executes and maintains all vital records. Issues certified copies of birth, marriage, and death records. Issues burial permits and maintains burial records. Assists with genealogical research.
- Trains and supervises office staff, volunteers, and election workers.
- Maintains historical archives and digitizes records. Manages and updates the town website. Responds to public records requests. Implements town records management and access policy.
- Responsible for issuing licenses, permits and certificates, and keeping records thereof, including but not limited to dog licenses, business certificates, and raffle permits.
- Serves as the Burial Agent, Chief Elections Officer, Ethics Commission Liaison, Town Archivist, and Records Access Officer. Ex officio member of the Shutesbury Web Committee, Emergency Management Team, and Board of Registrars.

### Town of Shutesbury, Shutesbury MA

2019 – 2020

#### *Assistant Town Clerk*

- Assisted Town Clerk in the performance of all duties, acted as the Town Clerk in cases of absence.
- Trained and supervised all volunteers and election workers.
- Responsible for issuing dog tags and business certificates, processing voter registration, posting agendas, and archiving minutes.

### Turning Tides Productions, Wendell MA

2011 – 2017

#### *Assistant Editor/Production Assistant/Transcriber*

- Collaborated on several documentary films as an assistant editor and production assistant.
- Proficient in Final Cut Pro, Adobe Premiere and Apple iMovie.
- Worked on location as boom operator and grip.
- Provided transcription for long-form interviews
- Managed fundraising campaigns.

## Specialized Experiences

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### Council of the State Governments' Overseas Voting Initiative Working Group

2023 – present

- One of 13 nationwide representatives of federal, state, and local election officials developing tools for the Uniformed and Overseas Citizen Absentee Voting Act (UOCAVA) implementation.
- Making policy recommendations to agencies, state legislatures and Congress.

### Voter Registration Information System (VRIS) Working Group

2021 – present

- Group of Massachusetts Municipal Clerks advising the Secretary of the Commonwealth's Office on the development of new elections software
- Testing product continually throughout development for bugs and user experience issues.

## Education

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### University of Massachusetts Amherst, Amherst, MA

2015-2019

*University without Walls, Social justice & Advocacy*

### **Capital Planning Advisory Committee Charge**

The Capital Planning Advisory Committee shall have continuing responsibility in advising the Town Manager in developing the Annual Five (5) Year Capital Plan, including the capital equipment replacement plan, developing a long-range building plan and other maintenance projects for the Town. In addition, they shall advise in the development and annual updating of a long-range building maintenance capital spending plan for all municipal buildings. Working with the Town Manager, Select Board, Finance Committee and other Town committees and boards which propose building and renovation projects, the Capital Planning Advisory Committee shall advise on establishment of general criteria for significant Capital expenditures, including equipment and buildings, and offer recommendations on developing guidelines for communication regarding these projects between and among interested committees and the public. The Capital Planning Advisory Committee shall advise the Town Manager in overseeing the planning and design for construction, reconstruction, major alteration, renovation, enlargement, major maintenance, demolition, and removal of all Town buildings and recreation structures and playing fields and courts, including any significant installation, renovation or upgrade of service equipment and major systems.

**FIRST AMENDMENT TO  
INTERMUNICIPAL AGREEMENT FOR  
WATER SYSTEM EXPANSION (PHASE 2)**

THIS FIRST AMENDMENT (this “Amendment”) to the Intermunicipal Agreement for Water System Expansion dated January 29, 2024 (the “Agreement”) is made this \_\_\_\_ day of \_\_\_\_\_, 2025, is by and among the **Town of Groton**, a Massachusetts municipality acting by and through its Select Board, with a mailing address of 173 Main Street, Groton, Massachusetts 01450 (“Groton”), the **Town of Dunstable**, a Massachusetts municipality acting by and through its Select Board, with a mailing address of 511 Main Street, Dunstable, Massachusetts 01827 (“Dunstable”), and the **Town of Pepperell**, a Massachusetts municipality acting by and through its Select Board, with a mailing address of 1 Main Street, Pepperell, Massachusetts 01463 (“Pepperell”). Groton, Dunstable, and Pepperell are together the “Parties” and individually a “Party.”

WITNESSETH:

WHEREAS, Groton, Dunstable, and Pepperell are parties to the Agreement, which governs the expansion of the potable water supply systems in Groton, Dunstable, and Pepperell through a project known previously known as Phase 2 West and Phase 2 East now identified as “Phase 3”, described herein; and

WHEREAS, the Parties desire to make certain amendments to the Agreement.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Section 1.2.a of the Agreement shall be replaced in its entirety with the following:

Pepperell shall be responsible for the planning, designing, bidding, permitting, and construction of water system extension from the Pepperell water system on Jersey Street to the terminus on the Phase 1 water main project on North Street in Groton approximately 6,000 linear feet and an extension of the Phase 1 water main project extending from Kemp Street at Groton Street approximately 1,500 linear feet to #504 Groton Street in Dunstable, which shall comply with all applicable federal, state, and local laws, rules, and regulations; and provided further, that Groton shall engage professional engineering services for all aspects of Phase 3 on behalf of the Parties, with Pepperell paying for their share of the professional engineering services related to the water mains as described in this paragraph.

2. Section 1.6 of the Agreement shall be replaced in its entirety with the following:

Phase 3 Payments. Pepperell shall pay for their share of the Phase 3 costs as set forth in a side letter to be negotiated by the Pepperell Town Administrator, the Groton Town Manager, and the Dunstable Town Administrator and executed by the respective Towns. Said side letter to be attached to this Agreement as Exhibit

B. Said side letter shall address Pepperell's costs for their share of the Phase 3 professional engineering services pursuant to Section 1.2.a above and Section 2.2.a below.

3. Section 2.2.a of the Agreement shall be replaced in its entirety with the following:

Pepperell shall be responsible for the planning, designing, bidding, permitting, and construction of the portion of Phase 3 as described in Section 1.2.a, which shall comply with all applicable federal, state, and local laws, rules, and regulations; Pepperell shall pay for their share of the Phase 3 engineering costs as set forth in the side letter attached to this Agreement as Exhibit B.

4. Except as set forth in this Amendment, the Agreement remains in full force and effect.

**[SIGNATURES ON NEXT PAGE]**



IN WITNESS WHEREOF, the Parties have set their hands and seals effective on the day and year first above written.

TOWN OF GROTON

\_\_\_\_\_  
Mark Haddad, Town Manager,  
Duly authorized by vote of the Groton  
Select Board on \_\_\_\_\_, 2025

Acknowledged:

Town of Groton Board of Water  
Commissioners

\_\_\_\_\_, \_\_\_\_\_,  
Duly authorized by vote of the  
Town of Groton Board of Water  
Commissioners  
on \_\_\_\_\_, 2025

TOWN OF DUNSTABLE

\_\_\_\_\_  
Jason Silva, Town Administrator  
Duly authorized by vote of the Dunstable  
Board of Selectmen on \_\_\_\_\_, 2025

Acknowledged:

Town of Dunstable Board of Water  
Commissioners

\_\_\_\_\_, \_\_\_\_\_,  
Duly authorized by vote of the  
Town of Dunstable Board of Water  
Commissioners  
on \_\_\_\_\_, 2025

TOWN OF PEPPERELL

\_\_\_\_\_  
Andrew MacLean, Town Administrator,  
Duly authorized by vote of the Pepperell  
Select Board on \_\_\_\_\_, 2025

Acknowledged:

Town of Pepperell Board of Public Works

\_\_\_\_\_, \_\_\_\_\_,  
Duly authorized by vote of the  
Town of Pepperell Board of Public Works  
on \_\_\_\_\_, 2025



## TOWN OF GROTON

173 Main Street  
Groton, Massachusetts 01450-1237  
Tel: (978) 448-1111  
Fax: (978) 448-1115

## Select Board

Matthew F. Pisani, *Chair*  
Rebecca H. Pine, *Vice Chair*  
Alison S. Manugian, *Clerk*  
John F. Reilly, *Member*  
Peter S. Cunningham, *Member*

**Town Manager**  
Mark W. Haddad

August 5, 2025

Honorable Select Board  
Honorable Town Clerk  
Town of Groton  
173 Main Street  
Groton, MA 01450

RE: Temporary Absence of the Town Manager

Dear Members of the Select Board and Town Clerk:

The purpose of this letter is to advise you, pursuant to Section 4.4.2 of the Groton Charter, that I will be temporarily absent from my duties as Town Manager from August 15, 2025 through August 24, 2025. I will return to the Office on August 25, 2025. Pursuant to this Section, I am designating Takashi Tada as Acting Town Manager to perform the duties of the Town Manager during my temporary absence.

Thank you for your attention to this matter.

Sincerely,

Mark W. Haddad  
Town Manager

cc: Kara Cruikshank – Executive Assistant  
All Department Heads





## TOWN OF GROTON

173 Main Street  
Groton, Massachusetts 01450-1237  
Tel: (978) 448-1111  
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## Select Board

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Peter S. Cunningham, *Member*

**Town Manager**  
Mark W. Haddad

## Town of Groton, Massachusetts

### Cannabis Social Equity Policy

ADOPTED ON AUGUST 11, 2025

#### **Introduction:**

On August 11, 2022, S.3096: An Act Relative to Equity in the Cannabis Industry, Chapter 180 of the Acts of 2022, was signed into law by Governor Charlie Baker. The Act made numerous changes to Massachusetts' marijuana laws, most notably requiring the Cannabis Control Commission ("CCC") to establish procedures and minimum standards for municipalities to promote and encourage full participation in the regulated marijuana industry from communities disproportionately harmed by cannabis prohibition and enforcement.

Based on guidance issued by the CCC on May 9, 2024, the Town of Groton adopts the following policy, entitled Town of Groton - Cannabis Social Equity Policy, to further promote social equity in the regulated marijuana industry.

#### **Definitions:**

For the purpose of this Policy, unless defined herein otherwise, all terms shall have the meaning ascribed to them by the CCC in its regulations (See 935 CMR 500 and 935 CMR 501).

**Area of Disproportionate Impact:** a geographic area identified by the Commission for the purposes identified in M.G.L. c.94G s. 4(a½)(iv), and which has had historically high rates of arrest, conviction, and incarceration related to Marijuana crimes.

**Economic Empowerment Priority Applicant:** an applicant who, as an entity or through an individual certified by the CCC in 2018, meets and continues to meet three or more of the following six criteria, at least one of which shall be a majority-equity-ownership criterion:

A. Majority-equity-ownership Criteria:

1. A majority (more than 50%) of ownership belongs to people who have lived for five of the preceding ten years in an Area of Disproportionate Impact, as determined by the CCC.
2. A majority (more than 50%) of ownership has held one or more previous positions where the primary population served were disproportionately impacted, or where primary responsibilities included economic education, resource provision or empowerment to disproportionately impacted individuals or communities.

B. Additional Criteria:

1. At least 51% of current employees or subcontractors reside in Areas of Disproportionate Impact and by the first day of business, the ratio will meet or exceed 75%.
2. At least 51% of employees or subcontractors who have drug-related CORI and are otherwise legally employable in Cannabis enterprises.
3. Other significant articulable demonstration of past experience in or business practices that promote economic empowerment in Areas of Disproportionate Impact. This applicant has priority for the purposes of the review of its license application.

**Pre-verification or Verification of Eligibility as Social Equity Business:** the process through which the Commission confirms whether an applicant is a Social Equity Business.

**Social Equity Business:** a Marijuana Establishment comprised of at least 51% (majority) ownership of individuals who are Social Equity Program Participants, or who have been certified as meeting the Commission's criteria for designation as an Economic Empowerment Priority Applicant, or both.

**Social Equity Program Participant:** an individual who qualified to participate in the Social Equity Program and is designated as a program participant by the Commission.

**Applicability:**

Unless referenced herein otherwise, this Policy shall apply to License Applicants that have been designated as Social Equity Businesses, Social Equity Program Participants, Economic Empowerment Priority Applicants, or who have been pre-verified pursuant to 935 CMR 500.101(7).

## **Policy:**

To encourage greater participation by Social Equity Applicants, the Select Board commits to the following:

1. The Town of Groton's Local Approval Process, outlined in Guidance on the Local Approval Process for Marijuana Establishments, will be administered so that a General Applicant may be approved only after a Social Equity Business has commenced operations.
2. The Town of Groton will continue to allow Marijuana Delivery Operators and Marijuana Courier uses, subject to the Planning Board Special Permit and Site Plan Approval process required for all Marijuana Establishments, with no current cap on the number allowed. Under the CCC program, Social Equity and Economic Empowerment applicants are eligible for exclusive access to Delivery Licenses, including Marijuana Delivery Operator and Marijuana Courier, for at least three years from April 1, 2022 to April 1, 2025. By not imposing a hard cap on this License type, social equity applicants have greater access to participation in the regulated marijuana industry.
3. The Town of Groton has and will continue to centralize all information regarding the Local Approval Process on one page on its website, including key individuals involved in the process and all required documentation, to increase transparency and user friendliness.
4. The Town of Groton will promote available Host Community Agreements (HCAs) on its website through the above webpage.
5. The Town of Groton will publish data on the above webpage regarding HCAs that have been issued, identifying each Social Equity Business and License Applicant that has been designated as a Social Equity Program Participant or Economic Empowerment Priority Applicant, or who have been pre-verified pursuant to 935 CMR 500.101(7).
6. The Town of Groton will not charge a fee for reviewing applications for a Host Community Agreement from Social Equity Applicants, thereby encouraging applications from Social Equity applicants by reducing the barrier to entry for the regulated marijuana industry.
7. The Town of Groton will provide technical assistance throughout the Local Approval Process. The Town Manager, or their designee, will work closely with Social Equity applicants from initial inquiry through the special permit and building permit process.
8. The Town of Groton will use the CCC's Model HCA as a template for negotiating HCAs with Social Equity Applicants and commits to complying with the HCA negotiations practices outlined in 935 CMR 500.181(4) and 501.181(4).

**Proposed Goals of the Select Board  
To Be Reviewed and Culled at the August 11<sup>th</sup> Meeting**

**Category – Public Safety**

- Establish a prioritized list of sidewalks, bicycle and roadway concerns
- Restripe Parking Spots on Main Street
- Consider Narrowing Roadways to create more pedestrian/bike shoulder access
- Pave section of roadway between Station Avenue and Broadmeadow Road
- Consider setting Town wide speed limit

**Budget Priorities – Funding**

- Provide/determine/fund adequate staffing for the Groton Fire Department
- Establish process and requirements for, and conduct an in-depth cost benefit analysis of any proposed increase in staffing
- Establish the minimal “right-size” number of positions needed in all departments in order to continue functioning without an override
- Review/Identify town property and capital spending priorities for coming years
- Advocate for State support for education and municipal functions that is predictable and grows commensurately with local expenses
- Present a FY 2027 Budget in conjunction with Peer Boards that meets the Town of Groton and GDRSD needs
- Grant Funding – Conduct in-depth analysis of available grants to help offset operating budget pressures
- Given success of Groton Country Club, look at ways to improve parking at the facility
- Present a comprehensive overview/analysis of costs and benefits of both removing and repairing the West Groton Dam

**Structure of Government**

- Continue support of DEI Committee and Affordable Housing Trust
- Review and determine action to be taken by the Select Board and staff on items identified in the Master Plan
- Conduct a review and make adjustments to all existing committees under the Select Board’s purview – consider combining committees with similar or overlapping roles
- Support amending the Charter to allow for the appointment of an interim Town Clerk, Fire Chief or Police Chief at the discretion of the Select Board

**Economic Development**

- Develop new sources of revenue – work with Groton Business Association to determine ways to increase commercial tax revenue
- Encourage efforts to establish more restaurants in Groton, specifically in the former Station House property and available commercial sites in the Four Corners area

**SELECT BOARD MEETING MINUTES**  
**MONDAY, JULY 28, 2025**  
**UN-APPROVED**

**Select Board Members Present:** Matt Pisani, Chair; John Reilly; Becky Pine, Vice Chair; Peter Cunningham;

**Select Board Members Virtually Present:** Alison Manugian, Clerk;

**Also Present:** Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Melisa Doig, Human Resource Director; Bud Robertson, Finance Committee Chair; Phil Francisco, Planning Board Member; and Takashi Tada, Land Use Director/Town Planner.

Chair Pisani called the meeting to order at 6:00 p.m. and reviewed the agenda.

**ANNOUNCEMENTS**

Ms. Pine happily read a statement into the record on behalf of herself and Member Manugian:

“In early June, the Town Manager filed a formal grievance against Select Board members Alison Manugian and Becky Pine. We are happy to report to the other members and general public that the grievance has been discussed and resolved to the satisfaction of all three parties. We look forward to continuing to serve in our roles together in service to the Town of Groton.”

Mr. Cunningham announced that on Wednesday, June 30<sup>th</sup>, a Joint Meeting is scheduled at the Town of Pepperell, involving the Select Boards, Finance Committees, and Water Commissioners from the Towns of Groton, Dunstable, and Pepperell. This meeting is to discuss Phase Three of the waterline project to address the PFAS contamination at the Groton Dunstable Regional High School.

Mr. Haddad made several announcements:

He announced that an Energy Manager has been hired, thanks to the efforts of Ms. Charlotte Weigel from the Sustainability Commission. The Towns of Harvard, Shirley, Ayer, and Groton have received a grant of \$120,000 per year for three years for this position. The new Energy Manager, Mr. Andres Correa, will start on August 4<sup>th</sup>. Mr. Haddad explained that Groton is the host community, and Mr. Correa will collaborate with the other towns and the local school districts. A kick-off meeting is scheduled for August 4<sup>th</sup>.

Mr. Haddad announced with sadness that Treasurer and Tax Collector Ms. Hannah Moller will be leaving to accept a position as Treasurer and Tax Collector for the Town of Westford. He wished her the best of luck and said she was an outstanding employee in the Town of Groton. During this transition, Mr. Mike Harnett will be appointed as the acting Treasurer, and Ms. Nancy Amari will serve as the acting Collector. Mr. Haddad mentioned that the recruitment process is now underway. Once resumes are received, the Finance Team will review the applications and interview the candidates.

Mr. Haddad announced the resignation of Mr. Michael Sulprizio from the Finance Committee, Charter Review Committee, and Capital Planning Committee due to his busy schedule. He said that Mr. Sulprizio has been an excellent member of all three committees and wished him the best in his future endeavors. The vacancies will be advertised in the Groton Herald on Friday, August 1<sup>st</sup>, and on the Town of Groton website.

Mr. Haddad updated the Board on the progress of the Town Clerk search, noting that the Town has received twenty-four applications. A Screening Committee has been formed and is currently reviewing resumes. Interviews are scheduled for August 5th and 6th. Mr. Haddad plans to bring at least two finalists to the Select Board at their meeting on August 11th. He emphasized the importance of having a Town Clerk, as only a Town Clerk is authorized to sign birth and death certificates.

Mr. Haddad reminded the Board that on Wednesday, July 30th, the Town Hall will close from 12:00 p.m. to 2:00 p.m. for an Employee Appreciation BBQ.

### **PUBLIC COMMENT PERIOD**

Mr. Phil Francisco wanted to emphasize Mr. Haddad's comments about Ms. Charlotte Weigel from the Sustainability Commission. He acknowledged her outstanding efforts in connecting with each of the Town Managers and the schools. He stated that Ms. Weigel did an incredibly large amount of work to secure the Energy Manager Grant.

### **TOWN MANAGER'S REPORT**

**1. Consider Ratifying the Town Manager's Appointment of Chase Archer as a Summer Worker for the Department of Public Works, Brian Downes as a Constable, and Bill Morris as DPW Foreman.**

Mr. Haddad announced that Troy Connolly, a Highway Foreman for the Town of Groton and an employee for 39 years, will be retiring at the end of August. He would like to congratulate Mr. Connolly for being an outstanding employee.

*Ms. Pine made a motion to ratify the Town Manager's Appointment of Chase Archer as a Summer Worker for the Department of Public Works, Brian Downes as a Constable, and Bill Morris as DPW Foreman. Mr. Cunningham seconded the motion. Roll Call: Manugian-aye; Cunningham-aye; Reilly-aye; Pine-aye; Pisani-aye.*

**2. Update from the Town Manager of the FY 2025 Groton Country Club Budget.**

Mr. Haddad said it was with great pleasure that he provided the Select Board with a summary of the FY 2025 Country Club Budget. He stated once again, for the third consecutive year, the Club has set an income record. In FY 2025, the Club generated revenues totaling \$1,007,314, which is \$139,983 more than FY 2024 (another year in which the club generated \$867,314 in revenues). The Club spent \$885,801 on salaries, wages, general expenses, and capital costs, with an additional \$50,280 on overhead, for a total of \$936,081. The Club made a profit of \$71,233 in FY 2025, which was returned to the General Fund and will be certified as Free Cash. Mr. Haddad said this was great news, and he could not be happier. He thanked Head Professional/General Manager Shawn Campbell for his continued outstanding efforts in managing the Club. He is doing an excellent job for the Town of Groton. Mr. Haddad said the Club is a valuable asset to the Town of Groton.

**3. Proposed Select Board Meeting Schedule through Labor Day.**

Monday, August 4, 2025

No Meeting

Monday, August 11, 2025	Regularly Scheduled Meeting
Monday, August 18, 2025	No Meeting
Monday, August 25, 2025	Regularly Scheduled Meeting (First Draft of TM Warrant and set the Stormwater Permit Fee)
Monday, September 1, 2025	No Meeting (Labor Day Holiday)
Monday, September 8, 2025	Regularly Scheduled Meeting

#### **ITEMS FOR SELECT BOARD CONSIDERATION AND APPROVAL**

**1. Consider Appointing Dolores Alberghini to the Commemorations and Celebrations Committee.**

*Ms. Reilly made a motion to appoint Dolores Alberghini to the Commemorations and Celebrations Committee. Ms. Pine seconded the motion. Roll Call: Manugian-aye; Cunningham-aye; Reilly- aye; Pine-aye; Pisani-aye.*

**2. Consider Voting to Create a Gift Fund for the 250<sup>th</sup> Celebration.**

Mr. Haddad said the United States will celebrate its 250th birthday next year. The Commemorations and Celebrations Committee is responsible for planning Groton's participation in the celebration. He explained that they are currently collecting donations to help cover the costs of various events they are organizing. Mr. Haddad respectfully requested that the Select Board establish a Gift Fund (250th Celebration Gift Fund) for this purpose.

*Ms. Pine made a motion to establish a gift fund for the 250<sup>th</sup> Celebration. Mr. Cunningham seconded the motion. Roll Call: Manugian-aye; Cunningham-aye; Reilly- aye; Pine-aye; Pisani-aye.*

**3. Begin Process to Establish the Annual Goals of the Select Board and Town Manager.**

Mr. Haddad stated that it was time for the Board and Town Manager to establish Goals for the upcoming year. Mr. Haddad explained that it has been the Board's practice over the last several years for each member to put together two or three Goals they would like to see accomplished over the next year and provide them to him. He requested that the Board initiate the process and provide him with proposed goals by Wednesday, August 5, 2025. He will then put the proposed Goals into a form for the Board's review and approval at the August 11, 2025, Meeting.

**4. Initiate the Annual Performance Review of the Town Manager.**

Mr. Haddad said it was that time of year for the Select Board to begin the Annual Performance Review of the Town Manager. He said the Chair needed to certify which members could participate in the Annual Review and direct the Town Manager to begin his self-evaluation. Mr. Pisani commenced the review of the Town Manager and confirmed that Members Manugian, Pine, Pisani, Reilly, and Cunningham were eligible to participate in the review. Mr. Haddad will provide his portion of the review to the HR Director within the next 15 days. Ms. Doig, the Human Resources Director, will then forward it to the Board. This item will be placed on the Select Board agenda for August 25<sup>th</sup>.

**5. Consider Approving a One-Day Wine and Malt Beverages License for the Groton Historical Society for a Presentation on Tarbell Paintings to be held on Sunday, September 14, 2025, from 4:00 p.m. to 6:00 p.m.**

*Mr. Cunningham made a motion to approve a One-Day Wine and Malt Beverages License for the Groton Historical Society for a Presentation on Tarbell Paintings to be held on Sunday, September 14, 2025, from 4:00 p.m. to 6:00 p.m. Ms. Pine seconded the motion. Roll Call: Manugian-aye; Cunningham-aye; Reilly- aye; Pine-aye; Pisani-aye.*

**6:15 P.M. Phil Francisco- Groton Planning Board- Master Plan Implementation Update.**

Planning Board Member Mr. Phil Francisco attended the meeting to provide an update on the Master Plan's implementation and to explain the progress being made to the public. Mr. Francisco is the appointed liaison from the Planning Board to the Select Board. He stated that the Planning Board reviewed all items in the Implementation Program and Action Plan from the Master Plan Update dated February 2025. They categorized these items into three groups: Completed Items, Ongoing Business-As-Usual Items, and Suggested New Work Items for FY2026. He recommended that it would be helpful for the Planning Board to revisit all the listed items and update the Board on their progress. Mr. Francisco then reviewed them with the Board (see the attached Presentation).

Mr. Francisco explained that five items in the Implementation Program and Action Plan have already been completed, which was good news. He then explained that several Ongoing, Business-as-Usual items fall under the responsibility of the Conservation Commission, the Department of Public Works (DPW), and the Water Department. Mr. Francisco also reviewed the fourteen "Suggested New Work Items" for FY 2026.

**Questions/Comments from the Select Board**

Ms. Manugian inquired about the process for approving and finalizing design guideline items. Mr. Francisco clarified that these do not need to go to Town Meeting and are handled within the purview of the Planning Board. Ms. Pine asked Mr. Francisco to summarize the design guidelines for the Town Center. Ms. Manugian requested a copy of these guidelines before they are finalized. Mr. Francisco explained that the criteria for selecting items included being marked as near-term or immediate and low-cost. Ms. Pine stated that she wants to consider the financial constraints during the implementation of some of these items. Mr. Haddad suggested taking it under advisement and bring it back to a future Select Board meeting for follow-up/discussion.

The Planning Board recommends finding ways to expand the work of the Destination Groton Committee to attract more visitors to Groton. They also advise considering the level of discussion and concern regarding capital expenditures during the 2025 Spring Town Meeting. The Planning Board strongly suggests having a more transparent and ongoing discussion about upcoming capital improvements and needs. Mr. Haddad explained that there is a very thorough process and considerable thought that goes into developing the Capital Plan. Ms. Pine suggested holding a meeting to discuss and highlight the Capital Plan. Ms. Manugian expressed her disappointment in the Capital Planning Advisory Committee and would like to discuss whether the town should continue to have this committee.

Mr. Francisco said the purpose of his attendance was to get the Select Board thinking, and he suggested revisiting this topic in six months. He mentioned that the Destination Groton Committee (DGC) is trying to



assist the Planning Board. Ms. Manugian shared her concerns about the DGC and was wary of them supporting something that the entire community does not support. Mr. Haddad said that he had met earlier that day with Mr. Greg Sheldon, the chair of the DGC, to discuss the Town Center Vision Plan. Mr. Haddad stated that they are just beginning to share their ideas, but the Committee needs to explain better what a vision plan is. He recommended that the Committee slow down and provide a clearer explanation of what a vision plan is, then work with the Planning Board and Select Board to get the word out to the community. The frustration from some members of the community stems from the fact that this is the first time they are hearing about the plan. Mr. Haddad said that once something is written down, people assume it's final.

Mr. Haddad stated that he will schedule this topic for a future discussion at a Select Board meeting. Both Mr. Haddad and the Board expressed their gratitude to Mr. Francisco for attending.

## **OTHER BUSINESS**

### **On-Going Issues**

- A. PFAS Issue- A Joint Meeting is scheduled for Wednesday, June 30th, at 6:00 p.m., at the Town of Pepperell, involving the Select Boards, Finance Committees, and Water Commissioners from the Towns of Groton, Dunstable, and Pepperell. This meeting is to discuss Phase Three of the waterline project. Apex Engineers will make a presentation on the project during this meeting. This meeting will be held at the Albert Harris Center in Pepperell. Mr. Haddad announced that an amendment to the Inter-Municipal Agreement (IMA) is currently being negotiated, and he will present it to the Board on August 11th. This amendment clarifies the relationship between Groton and Pepperell with regard to Phase III work. He said that they are working with Town Counsel regarding the amendment to the IMA.
- B. UMass Satellite Emergency Facility- On Thursday, July 17th, the first public hearing regarding the UMass Satellite Emergency Facility was held with the Planning Board and the Stormwater Committee. Mr. Haddad reported that the meeting went well, and the hearing will be continued on August 14th. The Conservation Commission is close to approving the plan. He stated that they aim to begin construction in October. Ms. Pine asked if there is a house on the site of the proposed facility that needs to be demolished. Mr. Haddad confirmed this and explained that they have already applied for the demolition permit.
- C. PILOTs- None
- D. Fire Department Staffing-None

## **SELECT BOARD LIASON REPORTS**

None

### **Approval of the Regularly Scheduled Meeting of June 14, 2025.**

*Ms. Pine made a motion to approve the regular meeting minutes of June 14, 2025. Mr. Reilly seconded the motion. Roll Call: Manugian-aye; Pine-aye; Pisani-aye; Reilly-aye; Cunningham-abstained.*

The Select Board adjourned at 7:15 p.m.

Respectively submitted by Kara Cruikshank, Executive Assistant to the Town Manager.

**Groton Select Board  
Meeting Minutes  
Joint Meeting with Groton, Dunstable and Pepperell Officials  
Wednesday, July 30, 2025**

**PRESENT:**   **Pepperell:** Select Board members Tony Beattie and Chuck Walkovich; Pepperell Board of Public Works members Tom Nephew, Pat Harrington, Jim McDonald, David Walsh III, Town Administrator, Andrew MacLean; DPW Director Kenneth Kalinowski, Deputy Director Paul Brinkman;

**Dunstable:** Select Board members Kieran Meehan and Ron Mikol; Advisory Board Member Harold Simmons; Board of Water Commissioners John O'Brien, Bridgette Pontbriand, and David Tully III, Road Commission Chair Mike Martin, Dunstable Town Administrator Jason Silva; Sue Fayne, Assistant to Town Administrator and Select Board

**Groton:** Select Board members Matt Pisani, Peter Cunningham, John Reilly, Becky Pine and Alison Manugian (virtual); Groton Finance Committee Members Bud Robertson, Gary Green and Mary Linskey; Groton Town Manager Mark Haddad and Executive Assistant Kara Cruikshank; Groton Water Commissioners Jim Gmeiner and Greg Fishbone and Groton Water Department Thomas Orcutt,

**Apex Engineering:** Tyler Schmidt, Hanna Schenkel

**Pepperell Community Media:** David Pease, Ed Caron, Gerry Couper

**1. DISCUSSION / ACTION ITEMS**

**Regional Water Quality Project Update**

Tyler Schmidt, a representative from the project team (Apex Engineering) provided a comprehensive update on the Regional Water Quality Project addressing PFAS contamination originating from the Groton Dunstable Regional High School. The presentation covered the history of the contamination, project phases, construction progress, and funding.

The contamination was first detected when MassDEP found high levels of PFAS in the school's water and surrounding private wells. MassDEP determined that the school was responsible for the contamination, which originated from aqueous film-forming foam used by firefighters. The contamination spread through groundwater to nearby residential properties in Groton and Dunstable.

The project team outlined the regional solution developed by representatives from the three towns (Groton, Dunstable, and Pepperell):

- Phase 1: Installing water mains up Chicopee Row to the high school and surrounding streets (Kemp Street, North Street) to service properties affected by the initial contamination discovery
- Phase 2A: Connecting to additional affected areas including portions of Groton Street

- Phase 3: Adding water mains to newly discovered contaminated areas on Ready Meadow, Raddin Road, Hawtree Trail, and southern Kemp Street
- Phase 2B: Eventually connecting Pepperell and Dunstable water systems (subject to interbasin transfer approval)

Mr. Schmidt explained that the contamination plume had expanded since the original 2023 assessment, requiring service to three additional streets in Groton and one in Dunstable. This expansion was discovered in March 2025 when the Licensed Site Professional (LSP) informed the project team of new test results.

Regarding construction progress, Phase 1 began in January 2025 with crews installing 5 miles of water main by April 2025. Mr. Schmidt noted that construction was moving ahead of schedule, with water service to the school expected by November 2025 and completion of all Phase 1 water mains by the end of 2025. Final paving would follow in May 2026.

For Phases 2A and 3, the schedule includes:

- July 2025: Authorization to begin design
- Summer/Fall 2025: Design and survey work
- Fall/Winter 2025: Permitting
- Spring 2026: Bidding
- Spring/Fall 2026: Construction
- Spring 2027: Final paving

Mr. Schmidt addressed the funding breakdown:

- Phase 1: \$11,400,000
- Phase 2A: \$4,800,000
- Phase 3: \$4,100,000
- Private water service installations: \$1,500,000

The cost-sharing arrangement between towns was detailed as follows:

- Groton: 77.6% of costs (reflecting student percentage at the school), plus \$1,000,000 from Groton Water Department
- Dunstable: 14.6% of Phase 1 costs (\$1,600,000)
- Pepperell: \$10,400,000 for Phase 2

Groton appropriated \$16,700,000 at their 2023 Fall Town Meeting for both phases. A 0% interest loan from the Drinking Water State Revolving Fund was secured in January 2024, and a federal grant of \$5,000,000 was obtained for a portion of Phase 2 work. Mr. Schmidt confirmed that despite the expanded scope, each community had sufficient appropriated funds to complete the additional work.

A significant concern was raised about private water service connections. Mr. Schmidt explained that properties within the plume boundary with any detectable PFAS must be offered free water service connections. A reimbursement program would be established for 78 affected properties, allowing residents to select from pre-approved contractors for

installation work. Residents would need home inspections and would be required to decommission PFAS-containing wells to receive reimbursement.

During public comment, several residents expressed concerns:

Gail Brown from Dunstable objected to the reimbursement program, stating it was unfair to require homeowners to pay upfront costs for a contamination issue they didn't cause. She described the hardship of dealing with contaminated water, including having to carry in bottled water monthly. Mark Haddad, Groton Town Manager, responded that the towns were working to address this concern and trying to find a solution that wouldn't require upfront payment from residents.

A resident from Groton Street asked how long the testing and remediation would continue. Mr. Schmidt explained that the process would end once a permanent solution (water main connection) was implemented for all impacted properties, allowing the LSP to close the site.

Karen King, a resident at 427 Groton Street, requested testing of her property, noting she was just outside the plume boundary but surrounded by affected properties. She expressed concern about health issues (Crohn's disease and thyroid cancer) that might be related to the contamination. Mr. Schmidt offered to connect her with the LSP for testing.

Another resident commented on the continued expansion of the plume and expressed concern about future homeowners who might discover contamination after the site is officially closed, leaving them without financial assistance for connections.

A final comment highlighted the positive aspect of this project creating a more resilient regional water system with emergency interconnections between the three towns' water systems and expanded municipal fire protection coverage.

Meeting Adjourned at 6:45 p.m.

Respectfully submitted,

Mark W. Haddad  
Groton Town Manager